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PLANS AND PROGRAMS STAFF WEEKLY REPORT FOR
PERIOD ENDING 26 JANUARY 1983


1. Progress Report on Tasks Assigned by the DCI/DDCI:

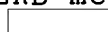
No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred
During the Preceding Week:

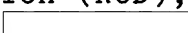


a. LIMS

(1) In support of SDG activities, P&PS is taking an active role in identifying requirements for the Requisition Module. In a joint meeting on January 24, tentative agreement was reached on the basic process configuration of this module as it will function upon receipt of customer requests. At the request of the SDG, requirements identified with the module's external portion (man-machine interface) will be developed by P&PS. 

(2) An in-depth evaluation of OL required approvals, as they appear in current regulatory issuances and apply to individual modules, has been completed. P&PS and SDG members are in the process of determining exactly how, where, and which of these approval requirements will be incorporated in LIMS' request processing sequences. 

(3) All Discrepancy Reports (DRs) assigned to P&PS as a result of the QAD audit of the Functional Requirements Document have been evaluated and surfaced at ERB meetings. Fifteen of nineteen DRs have been closed out. 

b. Regulations Revisions

(1) The Regulations Control Division (RCD), OIS, has set a goal of having every Headquarters  Regulation bearing a date prior to 1980 revised or revalidated during 1983. OL has some fifteen HRs and  that fall into this category. We will be working with the affected OL divisions and staffs throughout the year in this endeavor. We have provided RCD a schedule giving dates we expect to have each completed. 

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SUBJECT: Plans and Programs Staff Weekly Report for period ending
26 January 1983

(2) This past week the following regulations were reviewed, commented upon, concurred in, or published:

25X1 [] Records Validation Officer - Concurred
but offered some recommendations for
improvement.

25X1 [] Performance Appraisal - Concurred
but offered many recommendations for
improvement.

25X1 [] Establishment of an Inventory and Audit
System in Supply Division, sent to the D/L
25X1 for signature. []

c. Headquarters Claims Review Board

(1) Status of Personal Property Claims -
December 29, 1982-January 26, 1983

Claims Received	12	
Claims Completed	9	
Claims in the Processing Cycle	6	
Claims to be Processed	15	
Man-days Backlog	25	[]

25X1 (2) The Claims Officer briefed attendees of the
Field Administration Class [] 25 January 1983, on the
proper submission of personal property claims. These presen-
25X1 tations are part of the HCRB's continuing efforts to
familiarize Agency personnel with regulation [] the
claims processing procedures, maximum payment for a valid
25X1 claim, and category limits on certain items. The presen-
tation was well received by the class. []

d. Training

25X1 [] attended the AIM Course on 25 January at
25X1 the Chamber of Commerce. []

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